

SUMMER FOOD SERVICE PROGRAM

Your support is vital. The Oklahoma State Department of Education (OSDE) Child Nutrition Programs (CNP) invites your school or organization to participate in The Summer Food Service Program (SFSP) to help us FIGHT HUNGER. Together we will ensure children get nutritious meals they need during the summer. The GOAL is to have at least one summer feeding site in all 77 counties of Oklahoma. OSDE, CNP wants to make the experience as easy as possible and help you have a successful SFSP. Contact **the Summer Coordinator, Dee Houston at sfsp@sde.ok.gov, dee.houston@sde.ok.gov or (405) 420-9367.**

REQUIREMENTS TO BECOME A SPONSOR:

All sponsors:

- *Documentation of site eligibility (each site must have a Free & Reduced student population of 50% or more) unless an approval for a conditional non-congregate site can be granted.*
- UEI/DUNS (Unique Entity Identification) – must submit a current UEI/DUNS certificate showing expiration date
- Certificate of Authority (COA) – must submit this form for each sponsor employee who will be the responsible party to complete the SFSP application and claims

Non-Profit Organizations:

(The documents listed below must be submitted and approved before the application process can begin)

- **Viability, Capability and Accountability Form (VCA)** – This form must be completed and submitted with all required financial documents. (Upward Bound, tribal governments are exempt)
- **501(c)3 Form** – This form can be obtained from the IRS. Send the letter from the IRS documenting the organization's tax-exempt status. (*Churches are exempt*)
- **Certificate in Good Standing** – This certificate can be obtained from the Oklahoma Secretary of State. Visit <https://www.sos.ok.gov/> to apply. (*Note: If the organization participates with SFSP in any other states, a certificate from that Secretary of State is also required*).
- **UEI/DUNS (Unique Entity Identification)** – This is a unique twelve character sequence that securely identifies the organization. Visit <https://sam.gov/> to register. Send the registration that shows the expiration date to the State Agency by fax (405) 521-2239 or email to sfsp@sde.ok.gov.
- A letter stating how the organization provides year-round service to the community and how long the organization has been in operation. (must be six months or longer)
- A letter stating there is a need for an SFSP site in the area you want to serve.

(continued)

APPLICATION PROCESS:

Once the pre-application documents are approved, access to start the on-line application will be given. Please send the documents below to the State Agency to begin the SFSP application:

Vendor/Payee Form
Electronic Funds Transfer Form (EFT) - account information for direct deposit
Application Addendum
Detailed Four-Week Cycle Menus

The completed SFSP Application must be submitted by April 30th each year.

Helpful Information:

All SFSP forms are located at: www.sde.ok.gov/summerfood

The USDA SFSP Manuals are located at: <https://www.fns.usda.gov/sfsp/handbooks>

REQUIRED TRAININGS FOR 2024

SUMMER FOOD SERVICE TRAINING
FOOD BUYING GUIDE TRAINING
CIVIL RIGHTS TRAINING

A representative/employee (not an FSMC employee) must attend SFSP trainings each year.

Register in advance for the in person SFSP Trainings at this website:

osde-child-nutrition.ticketleap.com/sfspfy24okc

osde-child-nutrition.ticketleap.com/sfsp-fy2024----tulsa/

After registering, you will receive a confirmation email.

The in-person training dates scheduled are:

Wednesday, January 31, 2024	Wednesday, February 21, 2024	TULSA
Tuesday, February 6, 2024	Tuesday, February 27, 2024	
Wednesday, February 7, 2024	Wednesday, February 28, 2024	
Monday, February 12, 2024	Tuesday, March 5, 2024	
Wednesday, February 14, 2024	Wednesday, March 6, 2024	
Tuesday, February 20, 2024		

The SFSP **Application** Walkthrough will be by Zoom on the following dates:

Thursday, February 15 and Thursday, March 7, 2024

Register at: <https://www.zoomgov.com/meeting/register/vJlSfu2qrT0rHn6v25VUUVkVB2HleUbsyew>